

**REAL ESTATE AGENT I***Class Definition*

Under close supervision, performs appraisal, counseling, negotiation, and related paralegal work in the acquisition and disposition of City and Redevelopment properties; and assists in the relocation of industrial and commercial occupants, and residents.

*Distinguishing Characteristics*

Real Estate Agent I is the entry level class in the Real Estate Agent series. Reporting to a Senior Real Estate Agent in the Development Department, incumbents perform professional appraisal and real estate work in the acquisition and disposition of real property, and advise businesses and residents on relocation procedures, availability and selection of relocation sites, and on the types and sources of financial assistance available. This class is distinguished from Real Estate Agent II in that the latter is the journey level class in which incumbents perform the full range of duties with minimal supervision.

*Typical Tasks*

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Assists in the formulation of marketing programs and negotiates for the acquisition and disposition of real property and real property rights as directed.

Inspects property to estimate fair market value; investigates zoning, utility, recorded sales, and other related market data.

Appraises open land, residential, commercial and/or industrial buildings utilizing standard appraisal techniques.

Seeks out qualified real estate developers; negotiates for the sale, development, and lease of commercial, industrial, and residential properties.

Collects and analyzes market and engineering data on real estate, conducts comprehensive comparable value studies to establish fair market value.

Participates in the preparation of real estate documents to complete the acquisition or disposition of real property and real property rights.

Advises businesses and residents on such matters as relocation entitlements, availability and selection of relocation sites, and types and sources of financial assistance available.

Counsels residents; works with governmental and other agencies to secure social services as needed for residents.

Participates in socio-economic surveys for the planning and formulation of development projects.

Attends meetings of citizen groups as required.

Performs related duties as required.

### *Knowledge, Abilities, and Skills*

Knowledge of the procedures involved in real estate transactions, title searches and examination; and of the principles of business law governing such transactions.

Knowledge of the sources of pertinent market information, and the methods of compiling, analyzing, and applying it in the estimation of land and improvement values.

Knowledge of building construction methods, materials, and plans; and of the principles and practices used in appraising land and building values.

Knowledge of governmental and legal procedures involved in relocation and rehousing matters.

Knowledge of and ability to secure social services for residents.

Ability to exercise sound and impartial judgment in the estimation of property values.

Ability to negotiate the acquisition or disposition of property and property rights.

Ability to read and understand maps, blueprints, specifications, and legal descriptions.

Ability to deal tactfully and effectively with the general public, representatives of industrial, commercial, and real estate firms, and other employees.

Ability to prepare and present written and oral reports.

### *Minimum Qualifications*

Graduation from an accredited college or University with a Bachelors Degree in real estate, economics, business, public administration, or a related field, and one year of experience involving real estate sales, escrow work, relocation, or related activities. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirements*

Possession of a valid California Driver\*s License at the time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

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